

LIBRARY RE-OPENING PLAN

Phase 4	<p>LIBRARY COLLECTION OPEN to public – Thursday, October 15</p> <p>GRAB & GO SERVICES Continue <u>Dedicated Time for Vulnerable Visitors</u>, (ages 60+, pregnant women, and those with chronic conditions) Monday – Thursday, 10:00a-10:30a</p> <p><u>General Public</u> Monday – Thursday, 10:30a-9:00p Saturday, 10:00a-5:00p Sunday hours suspended for the duration of COVID-19 protocols.</p>
Building Access	<p>Wearing masks required per Township policy (based on Executive Order) Social distancing and all safety guidelines will be followed.</p> <p>Building will be open to the public for regular hours of operation. Access now includes the book stacks and magazine room for browsing and selecting items for checkout.</p> <p>Capacity limited to <u>70</u>. Patrons are asked to visit the Library quickly & efficiently (30 minutes or less) to find and checkout materials, make photocopies and get help.</p>
In-Library Services	<p>Based on State of Michigan guidelines, Library services for the general public are provided on a schedule to accommodate periodic sanitizing and social distancing. This includes limiting the number of persons at one time.</p> <p>Patrons will be asked to visit the Library quickly & efficiently (30 minutes or less) to find and check out materials, make photocopies, and get help.</p> <ul style="list-style-type: none"> • Additional computers available for use. Session – 45 minutes, maximum 90 minutes/day. Appointments recommended. Printing: 10 pages maximum, no charge. NOTE: All computers are fully self-service at this time. Due to social distancing requirements, staff are not able to provide any form of hands-on computer assistance. • BOOK STACKS and MAGAZINE COLLECTION OPEN. As noted on signs on the ends of the aisles, patrons must maintain the required 6' social distancing in each aisle. • Public restrooms in entryway open, limited to 1 person at a time. • STUDY ROOMS CLOSED. No study tables available at this time. • MEETING ROOMS CLOSED. No study tables available at this time.
Curbside Pick-up Service	<p>Curbside Pick-up service for materials on hold continues. Service hours: Monday – Thursday, 11:00a-6:00p and Saturday, 12:00p-5:00p through Saturday, October 31. From November 1st - Suspended until weather conditions and available daylight hours make it feasible to resume.</p>
Returns	<p>The outside book returns are open 24/7. Returned items will be quarantined for 96 hours before being discharged from your account. Overdue fines suspended at this time.</p>
Programs	<p>All programs are virtual for the foreseeable future</p>
Cleaning	<p>Daily cleaning and disinfecting of all high touch areas will be conducted.</p>
Phase 5	<p>LIBRARY OPEN to public, business as usual, all library services for the general public are provided as normal and as scheduled. DATE TO BE DETERMINED</p>